DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, D.C. 20350-2000

IN REPLY REFER TO

OPNAVINST 3120.42B
N85
15 May 1998

OPNAV INSTRUCTION 3120.42B

From: Chief of Naval Operations

Subj: SAFE ENGINEERING AND OPERATIONS PROGRAM FOR LANDING CRAFT, AIR CUSHION

Ref: (a) Safe Engineering and Operations (SEAOPS) Manual for Landing Craft, Air Cushion (LCAC), Volume I, S9LCA-AA-SSM-010
(b) SEAOPS Manual for LCAC, Operation and Casualty Procedures Handbook, S9LCA-AA-SSM-020
(c) SEAOPS Manual for LCAC, Volume II, Training, S9LCA-AA-SSM-030
(d) SEAOPS Manual for LCAC, Volume III, Well Deck Operations, S9LCA-AA-SSM-040
(e) SEAOPS Manual for LCAC, Volume IV, Cargo Loading Information, S9LCA-AA-SSM-050
(f) SEAOPS Manual for LCAC, Vehicle Loading Pocket Handbook, S9LCA-AA-SSM-060
(g) SEAOPS Manual for LCAC, Volume V, LCAC Mission Planning, S9LCA-AA-SSM-070
(h) SEAOPS Manual for LCAC, Volume VI, LCAC Alternate Missions, S9LCA-AA-SSM-080 (A

Encl: (1) Safe Engineering and Operations Program Scope
(2) Safe Engineering and Operations Manual Feedback System
(3) Safe Engineering and Operations Review Conference Procedures

1. Purpose

a. To revise and reissue the Safe Engineering and Operations (SEAOPS) program to standardize and enhance Landing Craft, Air Cushion (LCAC) training, qualification and operations, including casualty control procedures.

b. To assign the position of SEAOPS model manager to the Assault Craft Units (ACUs) and to assign the responsibilities of that position. (R

A) c. To apply the SEAOPS program to the Expeditionary Warfare Training Groups (EWTG) and assign responsibilities.

2. Cancellation OPNAVINST 3120.42A.

R) 3. Background The SEAOPS program is established to provide a positive approach to improve and maintain LCAC readiness through standardized operational and training procedures which are based on sound professional knowledge and experience. The SEAOPS manuals, references (a) through (h), provide a ready source of the information required to operate the LCAC safely under all environmental conditions and to cope with emergencies should they occur. The manuals contain information on all craft systems, operating procedures, mission planning, emergency and casualty procedures, well deck operations, cargo handling, performance data and LCAC crew member training and qualification. The standardization theme which has been encompassed in the SEAOPS manuals must be both dynamic and responsive to change. As such, the SEAOPS manuals shall be kept current through a review committee which conducts periodic SEAOPS review conferences to consider recommendations for change. The final authority for issuance of the SEAOPS manuals and changes thereto is retained by
R) the Director, Expeditionary Warfare Division, Chief of Naval Operations (CNO (N85)).

4. Scope and Application The procedures contained in the SEAOPS manuals are intended to provide for safe and effective LCAC operations and training. All personnel involved with the operation, training, maintenance, scheduling, or support of LCAC are required to adhere to the procedures set forth in the SEAOPS
R) manuals and this instruction. Should conflict with an existing fleet directive exist, the procedures set forth in this instruction and references (a) through (h) shall take precedence.
R) Enclosure (1) is a detailed description of the SEAOPS program scope.

5. Assignment of Responsibility/Action

a. CNO. CNO (N85), as the SEAOPS Program sponsor, oversees the entire SEAOPS program and formulates and issues specific CNO policy.

b. Type Commanders (TYCOMs). TYCOMs are responsible for compliance with and successful execution of the SEAOPS Program, including:

(1) Conduct standardized crew training, crew qualification and re-qualification prescribed by reference (b). (R

(2) Ensure that LCAC training by each ACU is based on and in compliance with SEAOPS.

(3) Ensure that all LCAC instructors, as craft operators, are qualified in accordance with SEAOPS and Chapter 8 of U.S. Naval Regulations.

(4) Train crews responsible for embarked Marine equipment in accordance with references (d), (e), and (f); and ensure that all embarked personnel are indoctrinated in LCAC deck safety procedures.

(5) Appoint a SEAOPS coordinator to act as the central SEAOPS evaluation authority to evaluate ACUs, EWTGs, crew member and host ship compliance with SEAOPS. (R

(6) Submit proposed changes to the SEAOPS Program and program documentation.

(7) Participate in SEAOPS review conferences as described.

(8) Appoint an LCAC ACU to the SEAOPS model manager billet.

(9) Provide local ACU LCAC to EWTGs for LCAC underway training periods. (A

c. Commander, Naval Sea Systems Command (COMNAVSEASYSCOM). COMNAVSEASYSCOM (PMS377) is assigned as the SEAOPS Program administrator. The following responsibilities are assigned:

(1) Maintain the SEAOPS manuals following the guidelines provided in enclosures (2) and (3).

(2) Perform all administrative tasks associated with publication of the SEAOPS manuals and their revisions.

d. Commander, Naval Education and Training (CNET). CNET will require EWTGs compliance with the SEAOPS Program during all formal LCAC training, including:

(1) Require that all training conducted by the EWTGs is based on and in compliance with SEAOPS.

(2) Require that all EWTG LCAC instructors, as craft operators, are qualified in accordance with SEAOPS and Chapter 8 of U.S. Naval Regulations.

(3) Participate in SEAOPS review conferences as described.

(4) Require that EWTGs undergo an annual SEAOPS compliance evaluation by the SEAOPS coordinator.

A) e. SEAOPS Model Manager. ACUs FOUR and FIVE, are assigned SEAOPS model manager on a biennial, rotating basis. The model manager, as the program sponsor (CNO) executive agent, is assigned the following responsibilities:

(1) SEAOPS Program decision authority through the review committee.

(2) Standardization of SEAOPS operations and training publications ensuring correctness and compliance with the latest approved operating procedures.

(3) Assurance that the SEAOPS manuals are the basis for LCAC crew training at each ACU and EWTG.

(4) Chairmanship of the periodic SEAOPS review conference.

(5) Review authority for all proposed changes to SEAOPS manuals and advance change notices and the coordinator of any technical and operational reviews.

(6) SEAOPS program change coordinator through SEAOPS administrator (COMNAVSEASYSCOM PMS377) ensuring that all changes of a technical nature, such as craft operating limitations, safety equipment limitations and associated technical data are issued.

f. Commanding Officer, Expeditionary Warfare Training Groups (EWTGLANT/PAC). The Commanding Officer of each Expeditionary Warfare Training Group will ensure compliance with the SEAOPS program during all formal LCAC training, including: (A

(1) Ensure that all training conducted by the EWTGs is based on and in compliance with SEAOPS.

(2) Request use of LCAC from the local ACU for underway training periods.

(3) Ensure that all EWTG LCAC instructors, as craft operators, are qualified in accordance with SEAOPS and Chapter 8 of U.S. Naval Regulations.

(4) Submit proposed changes to the SEAOPS program and program documentation.

(5) Participate in SEAOPS review conferences as described here.

(6) Undergo an annual SEAOPS compliance evaluation by the SEAOPS coordinator.

g. SEAOPS Review Committee. The SEAOPS review committee is composed of designated representatives of the CNO; Commander, Naval Sea Systems Command; Commander, Naval Education and Training; Commander, Naval Surface Force, U.S. Atlantic Fleet (COMNAVSURFLANT); Commander, Naval Surface Force, U.S. Pacific Fleet (COMNAVSURFPAC); Commanding General, Fleet Marine Force, Atlantic; Commanding General, Fleet Marine Force, Pacific; (R Commanding Officer, Naval Surface Warfare Center, Coastal Systems Station (COASTSYSTA); Commander, Naval Safety Center (COMNAVSAFECEN); and the SEAOPS model manager. The SEAOPS review committee will conduct periodic review conferences to recommend changes to the SEAOPS program. Changes or revisions to the SEAOPS manuals recommended by the committee will be approved by the SEAOPS model manager.

6. Change Procedures Corrections or proposed revisions to the LCAC SEAOPS manuals are to be submitted following the guidance in enclosure (2) and shall be reviewed and processed per enclosures (2) and (3).

7. Report and Form

a. The reporting requirement contained in this instruction is exempt from reports control by SECNAVINST 5214.2B.

b. NAVSEA 4160/1 (Rev. 5-89), S/N 0116-LF-006-7700, Technical Manual Deficiency/Evaluation Report (TMDER), is available in the Navy supply system and may be obtained per CD ROM NAVSUP P600 (NLL).

EDWARD HANLON
Major General, United States Marine Corps
Director, Expeditionary Warfare Division (N85)

Distribution:

SNDL	24D	(Surface Force Commanders)
	24H1	(COMTRALANT)
	24H2	(COMTRAPAC)
	24J	(Marine Corps Force Commands)
	26E	(AMPHIBIOUS UNIT) (ACU FOUR and ACU FIVE only)
	FF5	(NAVSAFECEN)
	FKA1G	(COMNAVSEASYSCOM (PMS377, CEL-TD))
	FKP4A	(NAVSURFWARCEN COASTSYSTA DAHLGREN DIVISION)
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		(USS Austin (LPD 4)
		USS Ogden (LPD 5)
		USS Duluth (LPD 6)
		USS Cleveland (LPD 7)
		USS Dubuque (LPD 8)
		USS Denver (LPD 9)
		USS Juneau (LPD 10)
		USS Shreveport (LPD 12)
		USS Nashville (LPD 13)
		USS Trenton (LPD 14)
		USS Ponce (LPD 15), only)
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		(USS Tarawa (LHA 1)
		USS Saipan (LHA 2)
		USS Belleau Wood (LHA 3)
		USS Nassau (LHA 4)
		USS Peleliu (LHA 5)
		USS Guam (LPH 9)
		USS Inchon (LPH 12), only)
	31I	(Dock Landing Ship (LSD)
		(USS Anchorage (LSD 36)
		USS Portland (LSD 37)
		USS Pensacola (LSD 38)
		USS Mount Vernon (LSD 39)
		USS Fort Fisher (LSD 40)
		USS Whidbey Island (LSD 41)
		USS Germantown (LSD 42)
		USS Fort McHenry (LSD 43)
		USS Gunston Hall (LSD 44)
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		USS Tortuga (LSD 46)
		USS Rushmore (LSD 47)
		USS Ashland (LSD 48)
		USS Harpers Ferry (LSD 49)
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		USS Pearl Harbor (LSD 52), only)
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		USS Bataan (LHD 5), only)
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	C84L	(Shipyard Detachments)
		(Puget Sound Naval Shipyard and Puget Sound Naval Shipyard Det Boston, only)
	FKP8	(SUPSHIP (Pascagoula, and New Orleans, only))
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	FT1	(CNET)
	V12	(MCCDC (WF 12))

OPNAV (N09B, N1, N86, N8, N81, N6, N85 (25) and N869)

Safe Engineering and Operations Program Scope

1. SEAOPS Program Scope

The SEAOPS program includes the SEAOPS manuals which consist of five volumes: Volume I - Operations, Volume II - Training and Administration, Volume III - Well Deck Operations, Volume IV - Cargo Loading, Volume V - LCAC Mission Planning, and Volume VI - Alternate Missions. Together, the five volumes describe all aspects of LCAC operations and crew member training to provide and maintain an operationally ready LCAC fleet.

a. Volume I - Operations. Volume I contains information on all craft systems, operating procedures, emergency and casualty control procedures, cargo handling and performance data required for safe and effective craft operations.

The Operation and Casualty Procedures (OCP) Handbook is an abridged version of Volume I. It contains only the operational and casualty control checklists used by LCAC crew members in actual craft operations.

b. Volume II - Training and Administration. Volume II (R
includes crew selection criteria, standardized crew training
requirements, qualification, training administration, and (R
requalification standards, proficiency requirements, individual crew member responsibilities, and criteria and procedures for evaluation of both unit and individual aspects of LCAC SEAOPS training.

c. Volume III - Well Deck Operations. Volume III includes sections on LCAC loading, launch and recovery, and stowage; it defines command relationships between the host ship and the embarked LCAC detachment; it includes sections which address foreign object damage (FOD), LCAC firefighting and fueling, and the host command's responsibility for indoctrination of well deck personnel.

d. Volume IV - Cargo Loading. Volume IV consists of a (R
general manual containing LCAC cargo loading guidance and the pocket-size Vehicle Loading Handbook that provides reference material for vehicle loading. The manuals, used together,

provide the information necessary for mission planners and LCAC loadmasters to determine the overall load, center of gravity, and lashing requirements for all U.S. Marine Corps equipment loaded in any configuration aboard LCAC.

e. Volume V - LCAC Mission Planning. Volume V provides information to LCAC mission planners on the limits and capabilities of the craft. The manual contains craft performance data, environmental factors, casualty mode operational limitations and additional information required for safe and accurate mission planning. The manual is used by staff planners to pre-plan specific missions using nominal data and assumed environmental conditions. The manual is also used by the individual craft operators to verify the craft's ability to accomplish the given mission based on known data for the specific craft as well as the actual environmental conditions present on the day of the planned mission.

A) f. Volume VI - LCAC Alternate Missions. Volume VI contains information for use in LCAC alternate Missions. Alternate missions include lane breaching and personnel transport operations. The manual provides instructions on the loading, preparation and use of the specialized equipment needed for LCAC alternate missions.

Safe Engineering and Operations Manual Feedback System

1. THE FEEDBACK SYSTEM

a. The purpose of recommended changes shall be to increase the LCAC's operational effectiveness and combat readiness, or to improve operational safety. Feedback should be submitted to recommend revisions to procedures in the SEAOPS manuals or to correct document errors.

b. Feedback identifying discrepancies or conflicts between training and operational procedures noted in the SEAOPS manuals and other documentation should be submitted only when SEAOPS is suspected to be in error. Feedback on other documentation should be submitted via the appropriate feedback system.

2. URGENT FEEDBACK An urgent feedback identifies and corrects a technical discrepancy or operational procedure that could lead to damage to equipment or injury to personnel. This category is established to provide rapid resolution of suspected SEAOPS discrepancies.

2.1 URGENT FEEDBACK PREPARATION. Urgent feedbacks shall be submitted by priority message, using AIG 13860, to the model (R
manager. Information addees shall include CNO, COMNAVSEASYSCOM, COMNAVSURFLANT, COMNAVSURFPAC, COMNAVSAFECEN, COASTSYSTA and EWTG. Feedback shall contain the following information:

a. A feedback number consisting of the year and a two digit sequential number based upon the number of urgent feedbacks submitted that year by the originating activity.

b. The SEAOPS volume, page and paragraph number.

c. A detailed description of the problem, justification for the proposed change and any reference documentation.

d. The recommended revised text.

2.2 URGENT FEEDBACK PROCESSING. Urgent feedback will be processed as follows:

a. COMNAVSEASYSCOM, COMNAVSURFPAC, COMNAVSURFLANT, EWTGs and Commanding Officer, Coastal Systems Station shall provide message
R) concurrence or nonconcurrence to the model manager within 3 working days. If nonconcurrence is provided, the rationale is required.

R) b. Pending model manager approval, COMNAVSEASYSCOM will issue advance change notices (ACNs) to the SEAOPS manual by message for incorporation and implementation.

c. The next SEAOPS review conference will incorporate the ACNs into the manual revision. Final printed copies of the SEAOPS correction will be forwarded to all holders of the SEAOPS manual within 90 days of final CNO (N85) approval.

3. ROUTINE FEEDBACK A routine feedback describes change recommendations that do not meet the definition of "urgent".
R) The model manager may elect to upgrade the classification to urgent and process the recommendation as outlined in paragraph 2.2.

3.1 ROUTINE FEEDBACK PREPARATION. Routine feedback will be
R) submitted to the model manager via the submitting activity's chain of command using a technical manual deficiency evaluation report (NAVSEA 4160/1) contained in the back of every SEAOPS manual. Each revision requested requires a separate form. Rearranging several steps in a document because of a single technical change counts as one revision. Feedback must be as clear as possible and should provide, at the minimum, the following:

a. Identification of the location of the problem in the SEAOPS document. (Volume, chapter, page, paragraph, table, figure, foldout).

b. Description of the problem and justification reference(s) for the change where applicable. A copy of the reference pages that support the recommendation should be provided.

c. Exact wording of the recommended solution.

3.2 ROUTINE FEEDBACK PROCESSING. All routine feedback shall be retained by the model manager and presented as agenda items at the next SEAOPS review conference. (R

4. INCORPORATION OF CHANGES. Revisions and changes are distributed to all holders of the manuals.

Safe Engineering and Operations Review Conference Procedures

1. Purpose SEAOPS will be used to train all LCAC crew members on craft systems, operating procedures, safety and emergency procedures. As the standard for LCAC safety, it is imperative that the SEAOPS manuals contain the most up-to-date information. The purpose of the LCAC SEAOPS review conference is to review proposed changes to the SEAOPS manuals and to incorporate the advance changes that have been made since the previous conference.

2. Responsibility The SEAOPS model manager will schedule and convene each SEAOPS review conference and function as its chairperson. (R

3. Location The conferences will be held at any of three locations, ACU FOUR, Naval Amphibious Base, Little Creek, VA; ACU FIVE, Marine Corps Base, Camp Pendleton, CA; or Coastal Systems Station, Panama City, FL. In the interest of evenly distributing travel expenses, an effort will be made to rotate the conferences among the three locations.

4. Convening Announcement The model manager will originate a convening announcement to confirm the date and location of the review conference. The convening announcement will be distributed to the members of the SEAOPS review committee, the commanding officer of the host activity and other conference participants. The convening announcement will include the following information: dates and location of the conference; request for the names, grades, social security numbers, billeting requirements, and security clearances for the attendees; and deadline date for submission of agenda items to the originator. (R

5. Pre-conference Agenda The following is a schedule to be accomplished prior to the SEAOPS review conference.

Days Prior to Conference	Agenda Item
50	Dissemination of convening announcement.
40	Conference agenda items received by model manager. (R

R) 30 Model manager distributes the conference agenda to the attendees.

6. Decision Procedures If the members of the review committee cannot reach a consensus on a particular issue, the decision on that issue will either be deferred for additional investigation or referred to CNO (N85).

7. Conference Procedures In order to conduct the SEAOPS review conference in an efficient manner, the conference host shall ensure that the following items have been accomplished.

a. Sufficient space has been provided for joint sessions and committee meetings as required.

b. Reference material and extra copies of the SEAOPS manuals have been provided.

c. Clerical assistance has been made available.

8. Conference Record A record of each SEAOPS review conference shall be maintained by the SEAOPS model manager and shall include:

a. A typed copy of all proposed changes on which a consensus was reached.

b. A typed copy of all proposed changes on which a consensus could not be reached.

c. A marked up copy of the SEAOPS manual, if necessary.

d. Any additional backup material that the review committee deems relevant and helpful.